

**POSITION VACANCY ANNOUNCEMENT #12/45
SHORT-TERM ASSIGNMENT**

OPEN TO: All Interested Candidates

POSITION TITLE: Information Resource Center Cataloger

OPENING DATE: October 16, 2012

CLOSING DATE: October 30, 2012

WORK HOURS: Flexible schedule

LEGTH OF HIRE: NTE 30 working days per year (2013 Calendar Year)

POSITION GRADE: FSN-4/1

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Tashkent is seeking an individual to employ under a temporary Personal Services Agreement (PSA Limited) for a maximum period of 30 work days for the 2013 calendar year.

BASIC FUNCTIONS OF POSITION:

The incumbent will be called in on an occasional basis for a maximum of 30 non-consecutive work days within the 2013 calendar year to assist the Embassy's Information Resource Center in fulfillment of the following tasks:

- Systematize and catalog newly arriving IRC books, CDs & DVDs using the *InfoCentre* library automation system;
- Print and place labels with call numbers onto the books, CDs, and DVDs;
- Shelf the newly cataloged titles;
- Do inventory of the entire IRC collection.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of secondary school is required;
- Minimum of three years of work experience in library and cataloging is required;
- Level III (good working knowledge) in both spoken and written English and Russian is required;
- Good working knowledge of Microsoft Office suite (MS Word, MS Excel, etc.).

ELIGIBILITY CRITERIA:

To be employed on a PSA-Ltd, an individual must meet these requirements:

- ✓ Be a non-U.S. citizen who does not hold either U.S. permanent resident alien (green card) status or U.S. citizenship (as a dual national);
- ✓ Be legally employable in Uzbekistan;
- ✓ Not currently be a USG direct-hire or contract employee (non-personal services or PSC/PSA);
- ✓ Candidate must meet all basic qualifications requirements.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) downloaded from the U.S. Embassy Tashkent website <http://uzbekistan.usembassy.gov/>
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section below for more information*).

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT YOUR APPLICATION TO:

Human Resources Office

Fax: 998-71-120 6335

Email: personnel@usembassy.uz

(Please note **VA 12/45 - “Information Resource Center Cataloger”** in the subject line of the email)

CLOSING DATE FOR THIS POSITION: October 30, 2012

The US Mission in Uzbekistan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.